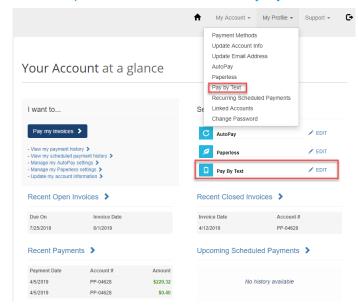
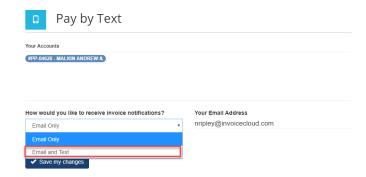
## Registering for Pay by Text A STEP BY STEP GUIDE

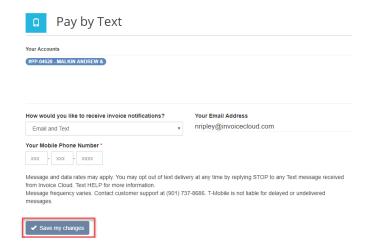
From the Payment Portal, as a registered user, you will select the Edit button next to Pay by Text - OR - from the My Profile menu at the top of the screen, select Pay by Text.



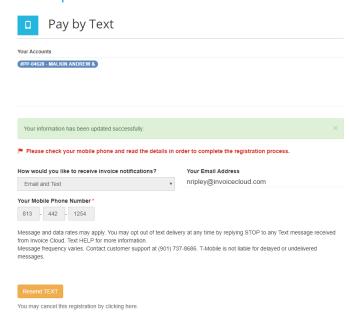
From the Pay by Text page, you will select **Email and Text** from the dropdown menu.



Enter your mobile phone number including area code and click on **Save my changes**.



You will receive confirmation that your preference has been successfully updated.
But you will complete the registration on your mobile phone.



You will then receive a text message.
Respond to this text by typing **OK**.
You will receive a reply

You will receive a reply that indicates your Pay by Text registration is complete.



The Payment Portal dashboard shows the green check confirming your Pay by Text registration.

